

**INSTRUCTIONS FOR COMPLETING ELECTION FINANCE STATEMENT
(KREF 006/I)**

COVER PAGE

- Box 1** Enter inaugural committee name and mailing address.
- Box 2** Enter inaugural committee KREF filer number.
- Box 3** Enter the elected official for which the inaugural committee was formed.
- Box 4** Enter chairperson's name, mailing address and daytime telephone number.
- Box 5** Enter treasurer's name, mailing address and daytime telephone number.
- Box 6** Enter custodian's name, mailing address and daytime telephone number, if applicable.
- Box 7** Check the appropriate block for the type of statement being filed.
- Box 8** Enter the date the inauguration was held.
- Box 9** Enter beginning and ending dates for the period covered by the statement.
The dates should be consecutive from one report to the next.
- Box 10** Type or print the name of the chairperson or treasurer, sign and date the report.

If the committee had no activity between reporting periods, complete Cover Page and Summary Page. Enter -0- in receipts on Line 2; enter -0- in disbursements on Line 3; and enter the ending balance from last statement on Line 10.

SUMMARY PAGE

HEADING

Enter the inaugural committee name, KREF filer number, and period covered by report.

RECEIPTS

- Line 1a** Transfer the total amount of itemized receipts in Column I from Schedule 1, Item 7a. Enter total itemized receipts year to date in Column II.
- Line 1b** Transfer the total amount of Other Receipts to Column I from Schedule 1, Item 7c. Enter total other receipts year to date in Column II.
- Line 1c** Enter the total number of people who contributed cash. In Column I, enter total amount of Receipts of Currency. Enter total currency year to date in Column II.
- Line 1d** Enter the total number of people who contributed anonymous contributions. In Column I, enter the total amount of anonymous receipts. Enter the total anonymous receipts year to date in Column II.
- Line 1e** Enter the total number of persons who contributed \$100 or less by check. In Column I, enter the total amount of unitemized receipts. Enter total unitemized receipts year to date in Column II.
- Line 2** Enter the total of Column I. Enter the total receipts for the calendar year in Column II.

DISBURSEMENTS

- Line 3** Transfer the total disbursements for this period in Column I from Schedule 2, Item 7. Enter total disbursements for the year in Column II.

IN-KIND CONTRIBUTIONS

- Line 4a** Transfer the total in-kind contributions received this period in Column I from Schedule 1, Item 7b. Enter total in-kind contributions received for the calendar year in Column II.

DEBTS AND OBLIGATIONS

- Line 5** Transfer the debts or obligations owed by the committee in Column I from Schedule 4, Item 10.

BALANCE STATEMENT

- Line 6** Enter ending balance from the previous report filed.
- Line 7** Transfer from line 2 in Column I the total amount of receipts for this reporting period.
- Line 8** Enter the totals of lines 6 and 7.
- Line 9** Transfer total disbursements from Line 3, Column I to Line 9.
- Line 10** Enter the total of Line 8 minus Line 9.

ITEMIZED RECEIPTS
SCHEDULE 1

- Box 1** Enter inaugural committee name.
- Box 2** Enter inaugural committee KREF filer number.
- Box 3** Enter beginning and ending dates for the period covered by the statement.
- Box 4** Enter name and complete address of the contributor who has given more than \$100.
(All PAC receipts, regardless of amount, must be itemized.)
- Box 5** Check type of contribution or receipt.
- Box 6** Enter date of contribution or receipt.
- Box 7a** Enter the amount of contributions or receipts.
- Box 7b** Enter the value of in-kind contributions.
- Box 7c** Enter the amount of each “other” receipt. **(Items such as interest would be recorded as Other Receipts.)**
- Box 8** Enter the cumulative (grand total) received from the contributor for the year. **(Include both monetary and in-kind contributions received during the calendar year.)**
- Box 9** Enter the occupation and employer for the contributor. Be specific. An occupation such as “businessman” is insufficient. If the contributor is self-employed, give the name under which he/she does business. Or, indicate the major business, social or political interest represented by the contributing PAC.
- Totals** Enter subtotal for each page of the schedule. Enter the total received this period on the last page of the schedule.

Transfer the total received this period from Item 7a to Line 1a on the Summary Page.

Transfer the total received this period from Item 7b to Line 4 on the Summary Page.

Transfer the total received this period from Item 7c to Line 1b on the Summary Page.

DISBURSEMENTS
SCHEDULE 2

- Box 1** Enter inaugural committee name.
- Box 2** Enter inaugural committee KREF filer number.
- Box 3** Enter the beginning and ending dates of the period covered by the report.
- Box 4** Enter the **name, complete address, and occupation** of the person or business to whom the disbursement was made for disbursements over \$25. Disbursements of \$25 or less only require the date, amount, and purpose.
- Box 5** Enter the purpose for all disbursements. Be specific.
- Box 6** Enter the date the disbursement was made.
- Box 7** Enter amount disbursed.
- Totals** Enter subtotal for each page of the schedule. Enter the total disbursed this period on the last page of the schedule.

Transfer the total disbursed this period from Item 7 to Line 3 on the Summary Page.

EVENTS
SCHEDULE 3

- Box 1** Enter inaugural committee name.
- Box 2** Enter inaugural committee KREF filer number.
- Box 3** Enter the beginning and ending dates of the period covered by the statement.
- Box 4** Enter the date(s) the fundraising activity or event was held.
- Box 5** Enter the name of the committee or person who sponsored the event and the address where the activity was held.
- Box 6** Enter the type of fundraising event or activity, such as bean soup supper, fish fry, etc.
- Box 7** Enter total receipts generated by the event or activity.
- Box 8** Enter the total cost incurred by the committee and in-kind contributions in conducting the event or activity.

Each fundraising activity or event must be listed separately. This schedule must be filed with the Election Finance Statement covering the period in which the fundraising activity or event took place, and is for informational purposes only. All receipts in excess of \$100 must be itemized on Schedule 1, and all other fundraiser receipts must be included in either unitemized, cash, anonymous, or in-kind receipts on the Summary Page. All costs incurred in connection with the fundraising activities or events must be included on Schedule 2, or as in-kind contributions on Schedule 1.

An Event is a testimonial affair, dinner, luncheon, rally, or similar events, mass collections and the sale of items such as buttons, hats, ties, literature and similar materials. For sale of items, list the date the sales began through the date the sales ended in Box 4.

DEBT AND OBLIGATIONS
SCHEDULE 4

- Box 1** Enter inaugural committee name.
- Box 2** Enter inaugural committee KREF filer number.
- Box 3** Enter the beginning and ending dates of the period covered by the report.
- Box 4** Enter the name and complete mailing address of the person or entity to whom the committee owes money. List each debt on a separate line.
- Box 5** Enter the type of obligation. (Expenses incurred that have not been paid in this reporting period.)
- Box 6** Enter the date the debt was incurred.
- Box 7** Enter the original amount of the debt.
- Box 8** Enter total payments from all prior reports.
- Box 9** Enter payment made during this reporting period.
- Box 10** Enter the total of Item 7 minus Items 8 and 9.
- Totals** Enter subtotal for each page of the schedule. Enter the total for the period on the last page of the schedule.

Transfer the total debts and obligations from Item 10 to Line 5 on the Summary Page.

Each debt and obligation must be listed separately and this schedule must be filed with the Election Finance Statement. All loans must be itemized on Schedule 1 as "Other Receipts." All payments made on loans and/or debts must be itemized on Schedule 2 as disbursements.